

**Primary Care Commissioning Committee Report
 1 December 2021 to 30 June 2022**

E

Primary Care Commissioning Committee meeting

23 June 2022

Author(s)	Abigail Tebbs, Deputy Director of Primary Care
Sponsor Director	Sandie Buchan, Director of Commissioning Development
Purpose of Paper	
To seek approval for the final Primary Care Commissioning Committee Report. This summarises the Committee's activities for the period 1 December 2021 to 30 June 2022.	
Key Issues	
This report provides a summary of the activities of the Primary Care Commissioning Committee (PCCC) during the reporting period to demonstrate compliance with the Committee's terms of reference and the effectiveness and impact of the Committee. The Committee is established as a Sub-Committee of the NHS Sheffield Clinical Commissioning Group (SCCG) Governing Body in accordance with the CCG's constitution.	
Is your report for Approval/ Consideration / Noting	
Approval	
Recommendations / Action Required by Primary Care Commissioning Committee	
The Primary Care Commissioning Committee is asked to approve the Primary Care Commissioning Committee Annual Report 1 December 2021 to 30 June 2022.	
What assurance does this report provide to the Primary Care Commissioning Committee in relation to Governing Body Assurance Framework (GBAF) objectives?	
Which of the CCG's Objectives does this paper support?	
Strategic Objective – this paper supports the achievement of all the CCG's strategic objectives.	
Description of Assurances for Primary Care Commissioning Committee	
Under delegated authority from NHS England, the Primary Care Commissioning Committee functions as the corporate decision-making body responsible for collective decisions on the review, planning, and procurement of primary care services in Sheffield,	
The Primary Care Annual Report of the Primary Care Commissioning Committee activities and procedures provides evidence and assurance against the principles of the CCG Constitution and other governance arrangements.	

The Annual Report requires the PCCC to reflect upon the activities, processes and mechanisms by which it carries out its delegated duties, and thereby ensuring the effective functioning of the Committee and areas of learning for the future.

Does this report relate to a formal statutory / delegated Primary Care responsibility of the CCG?

Yes – this relates to all Primary Care delegated functions

Are there any Resource Implications (including Financial, Staffing etc)?

None

Have you carried out an Equality Impact Assessment and is it attached?

There are no specific issues associated with this report.

Have you involved patients, carers and the public in the preparation of the report?

There are no specific issues associated with this report.

Working with you to make Sheffield

HEALTHIER

NHS

Sheffield

Clinical Commissioning Group

PRIMARY CARE COMMISSIONING COMMITTEE REPORT

1 December 2021 to 30 June 2022

Foreword by the Chair

This is the final NHS Sheffield Clinical Commissioning Group Primary Care Report, covering the period from 1 February to 30 June 2022 when the delegated responsibilities of the CCG for primary care commissioning will be transferred to the newly established NHS South Yorkshire Integrated Care Board.

In the foreword to the last annual report which covered an extended period from April 2020 to January 2022 I reflected on the unprecedented recent experience of the NHS through the emergence of SARS-CoV-2 in early 2020 and the subsequent pandemic that have required the whole NHS to react with speed and flexibility not seen previously.

The impact of the pandemic and the subsequent increase in demand continues to be felt by our patients and practices in Sheffield, as elsewhere and is likely to be long lasting. I am proud, however, of how our general practices in Sheffield have risen to these challenges and of the support PCCC and the CCG primary care team have been able to offer them in these difficult times.

Although PCCC, in its current form will cease to exist at the end of June as responsibility for commissioning primary care services transitions to the ICS, I am assured that the work that PCCC has overseen in Sheffield since April 2016, to support patient access to high quality, effective services, to build resilience in general practice and to develop our primary care strategy and response to meet patient need in the 21st century will continue.

Finally, I would like to thank all members, past and present, of PCCC and our primary care team and last but definitely not least to extend my gratitude to all the staff who work so hard to deliver general practice to the residents of our city.

Chris Nield, NHS Sheffield CCG Lay Member, PCCC Chair

1. Introduction

From 1 April 2016, NHS Sheffield CCG assumed delegated responsibility, on behalf of NHS England, for the co-commissioning of primary medical services in Sheffield. The purpose of the PCCC annual report is to provide a summary of the Primary Care Commissioning Committee (PCCC) activities, to demonstrate compliance with the Committee's terms of reference, effectiveness and impact of the Committee. The Committee is established as a Sub-Committee of the governing body in accordance with SCCG's constitution.

This is the last report of the Committee before the commissioning responsibilities of SCCG, including delegated responsibility for primary care, are transferred to NHS South Yorkshire Integrated Commissioning Board. The report covers the period from the end of the last report (1 December 2021) to the dissolution of the CCG on 30 June 2022.

2. Membership of the Committee

In the period covered by the report membership of PCCC was as follows:

Voting Members:

- Ms Chris Nield, Chair, Lay Member of Governing Body
- Professor Mark Gamsu, Deputy Chair, Lay Member of Governing Body
- Ms Judi Thorley, Lay Member of Governing Body
- Ms Lesley Smith, Accountable Officer (to 31 March 2022)
- Mr Gavin Boyle, ICB Chief Executive Designate and Interim Accountable Officer (1 April to 30 June 2022)
- Ms Jackie Mills, Director of Finance
- Ms Sandie Buchan, Director of Commissioning Development

Non-Voting Members:

- Dr Zak McMurray, Medical Director
- Ms Abigail Tebbs, Deputy Director of Primary Care Contracting Digital and Estates
- Dr Nikki Bates, Governing Body GP (to 31 March 2022)
- Governing Body GP (vacant, 1 April to 30 June 2022)
- Dr Amir Afzal, Governing Body GP
- Secondary Care Doctor (vacant)
- Ms Victoria Lindon, NHS England & NHS Improvement representative

A standing invitation is also made to representatives of the following organisations. They do not form part of the membership of the Committee, are not permitted to vote or form part of the quorum of meetings. They are, where appropriate, allowed to remain where the public are excluded for reasons of confidentiality:

- Dr Trish Edney, Representation from Healthwatch Sheffield
- Representation from the Sheffield Local Medical Committee (Various)
- Mr Greg Fell, The Director of Public Health, Sheffield City Council

Voting member attendance at formal Committee meetings during the period was as follows:

Voting Member	Title	Meetings Attended
---------------	-------	-------------------

Ms Chris Nield	Lay Member (Chair)	4 of 4
Ms Sandie Buchan	Director of Commissioning Development	3 of 4
Ms Judith Thorley	Lay Member	3 of 4
Professor Mark Gamsu	Lay Member (Deputy Chair)	4 of 4
Ms Jackie Mills	Director of Finance	4 of 4
Ms Lesley Smith	Accountable Officer to 31 March 2022	0 of 2
Mr Gavin Boyle	ICB Chief Executive Designate and Interim Accountable Officer for SCCG 1 April to 30 June 2022	0 of 2
Mr Brian Hughes*	Deputy Accountable Officer	1 of 4
Mr Alun Windle	Chief Nurse	3 of 4
Secondary Care Doctor	Vacant	0 of 4

**only a voting member when the Accountable Officer does not attend*

3. Role of the Committee

NHS England has delegated to the CCG authority to exercise primary care commissioning functions. The role of the committee is to carry out these functions in accordance with the Delegation Agreement.

The Terms of Reference and membership of the Committee reflect the statutory framework. During the period of this report the Committee also functioned as a programme board for the Sheffield Wave 4B Capital Programme delivery of the CCG's strategic programme for primary care as and oversaw delivery of the CCGs Primary Care Strategic Plan as required.

The role of the Committee is to make collective decisions on the review, planning and procurement of primary care services in Sheffield under delegated authority from NHS England.

In performing its role, the Committee will exercise its management of the functions in accordance with the agreement entered into between NHS England and NHS Sheffield Clinical Commissioning Group, which will sit alongside the delegation and terms of reference.

The functions of the Committee are undertaken in the context of a desire to promote increased co-commissioning to increase quality, efficiency, productivity and value for money and to remove administrative barriers.

The Governing Body has approved the CCG's Primary Care Strategy. The Committee will monitor delivery of the Strategy on behalf of the Governing Body through a quarterly review. The Committee will also receive regular updates on the work plan for primary care.

The role of the Committee shall be to carry out the functions relating to the commissioning of primary medical services under section 83 of the NHS Act.

This includes the following:

- GMS, PMS and APMS contracts (including the design of PMS and APMS contracts, monitoring of contracts, taking contractual action such as issuing branch/remedial notices, and removing a contract);
- Newly designed enhanced services (“Local Enhanced Services” and Directed Enhanced Services”);
- Design of local incentive schemes as an alternative to the Quality Outcomes Framework (QOF);
- Decision making on whether to establish new GP practices in an area;
- Approving practice mergers; and
- Making decisions on ‘discretionary’ payment (e.g. returner/retainer schemes)

The Committee will also oversee the following activities:

- Planning in relation to primary care services in Sheffield, including appropriate needs assessments;
- Reviews of primary care services in Sheffield;
- Management of the budget for commissioning of primary care services in Sheffield.
- Ensuring commissioning of primary care services meets the public sector equality duty
- Review of any further redistribution of the PMS premium

The Committee will approve commissioning proposals where the Governing Body determines that conflicts of interest prevent decisions being taken by the Governing Body as set out in the CCG’s Standing Orders.

4. Conduct of the Committee

The Committee reviewed its performance during the period. Meetings of the Committee were conducted in accordance with the provisions of Standing Orders, Reservation and Delegation of Powers and Prime Financial Policies approved by the Governing Body and reviewed from time to time.

The proceedings of every meeting were minuted by a member of the CCG’s Business Administration Team. This included recording the names of those present and in attendance. The minutes of the Committee meetings were circulated to all attendees of the Committee for approval. The Committee reported key to the Governing Body and risks for escalation to Audit and Integrated Governance Committee after every meeting.

In January 2022 the Committee approved the existing PCCC Terms of Reference for the period to 30 June 2022 without amendment. This decision was approved by the CCGs Governing Body.

5. Delegated Primary Care Functions - Auditors Opinion

As required by NHS England the CCGs internal auditor completes an annual audit of delegated functions. There have been no audits completed during the period of this report. The result of the last audit completed was:

Audit	Opinion	Proposed Actions
2021/22 - Primary Medical Care Services (PMCS) Finance	Full assurance	None

6. Assurance and Good Practice

The Committee applied best practice in its deliberations and decision-making processes. It conducted its business in accordance with national guidance and relevant codes of conduct and good governance practice.

PCCC adopted the NHS England Primary Care Policy and Guidance Manual (PGM) in managing general medical services contractual matters, the PGM was refreshed in May 2022 and the primary care team have amended operating processes and decisions in accordance with the updated PGM.

The CCG 'Framework for Managing General Practice Performance and Quality' has been used to review and identify practices that require support.

7. Key Decisions December 2021 to June 2022

Key decisions and areas of activity in the period are listed below.

7.1. Delegated Responsibilities

- Approved the relocation of Shoreham Street Surgery to the New Era Square Development
- Approved the closure of the Darnall Health Centre Richmond Road Site
- Approved the terms of reference for the Special Allocation Scheme Appeals Panel
- Approved the Financial Plan 2022/23 (Quarter 1 April – June 2022) noting the final CCG plan would be approved by Governing Body as set out in standing financial instructions.
- Received bi-monthly reports on the delegated primary care functions of the CCG including mergers, list closures, CQC reporting and performance, list sizes, contract notices and breaches.
- Received bi-monthly financial reports on the primary care budget

In June 2022 PCCC will be asked to:

- Approve an application to Merge Stannington Medical Centre with Walkley Medical Centre
- Approve the Primary Care Health Inequalities Plan

7.2. Strategic Planning and Commissioning

- Approved Project Initiation Documents for Improving Capacity Schemes forming part of the Wave 4B Capital Programme
- Approved plans for the development of a model of service for Beighton Health Centre
- Approved the plans for Improving Access and Supporting Primary Care and the Winter Access Fund
- Received regular updates on primary care workforce
- Considered regular reports on the progress of the GP IT programme
- Received regular updates on primary care estates and capital

In June 2022 PCCC will be asked to:

- Approve the draft Pre-Consultation Business Case (PCBC) for the Primary Care Capital Transformation Project
- Approve the Primary Care Health Inequalities Plan

7.3. Other

- Completed the PCCC self assessment for 2021/22

- Signed-off the PCCC Annual Report – April 2020 to November 2021
- PCCC Annual Work Plan for 2022/23

8. Managing Conflicts of Interest

All declarations of interests made by members are listed in the CCG's Register of Interests. The register is available from the Corporate Governance Manager and is published on the CCG website. In line with its terms of reference the Committee takes a robust but proportionate approach to the management of potential or real Conflicts of Interest.

There were several declarations of interest reported during the period dependent on the item for discussion. These were recorded in the minute of the meeting. The Chair agreed that for each item, views would be taken on the potential conflicts of interest to confirm if these members could take part in any voting or decisions taken. The members could be permitted to take part in discussion but not vote, excluded from discussions or requested to leave the meeting when these items were being discussed as appropriate to the circumstances. During the period of this report there have been no exclusions affecting the quorum of the meetings.

9. Workplan

In order to ensure the effective discharge of its responsibilities, the Committee agreed a work programme for 202/23 that is attached at Appendix 1 to this report.

10. Areas of Learning

CCGs will transition into Integrated Care Boards on 1 July 2022 and confirmation of future governance arrangements is awaited. PCCC has highlighted the following the following areas for focus and/or future development:

- recovery from the COVID pandemic, learning from the pandemic for practice business continuity and future arrangements for the vaccination programme;
- continuing development and embedding of the new Network Contract DES;
- enhancing patient involvement and feedback within Committee business and primary Care commissioning plans;
- further development of practice resilience to understand which practices are vulnerable due to workforce, estates, premises issues, finances, population demographics and to support them wherever possible;
- reducing health inequalities.

PCCC Annual Workplan 2022/23

Report	Frequency	May-22	Jul-22	Sep-22	Nov-22	Jan-23	Mar-23	May-23
Committee Business								
Declarations of interest and actions taken	Every meeting	x	x	x	x	x	x	x
Approve minutes of previous meeting	Every meeting	x	x	x	x	x	x	x
Matters arising from the previous meeting and action log	Every meeting	x	x	x	x	x	x	x
Questions from the public	Every meeting	x	x	x	x	x	x	x
GMS, PMS and APMS Contracts (D)								
Approve any new PMS and APMS contracts (as required)	Ad hoc	x	x	x	x	x	x	x
Contract monitoring	Every meeting	x	x	x	x	x	x	x
Contractual action (issuing breach/remedial notices, and removing a contract)	Ad hoc	x	x	x	x	x	x	x
Enhanced Services and Other Contractual Arrangements (D)								
Agree specifications for DES, LES and LIS	Ad hoc	x	x	x	x	x	x	x
Contract Monitoring	Every meeting	x	x	x	x	x	x	x
Contractual action (breach/remedial notices, and removing a contract)	Ad hoc	x	x	x	x	x	x	x
Strategy and Planning Primary Care Services (D)								
Approve CCG Primary Care Estates Plan	Ad hoc							
Approve Primary Care IT and Digital Strategies	Ad hoc							
Review delivery of Primary Care Strategy	Quarterly	x		x		x		x
Approve Primary Care Operational Plan	Annually	x						
Decision making on whether to establish new GP practices	Ad hoc							
Approve practice mergers, closures etc.	Ad hoc							
Pharmacy Needs Assessment	Ad hoc							
GP Patient Survey	Annually			x				
Patient and public involvement and consultation	Ad hoc							
Ensuring commissioning of primary care services meets the public sector equality duty	Every meeting	x	x	x	x	x	x	x
Procurement								
Primary Care commissioning decisions as required	Ad hoc							

Report	Frequency	May-22	Jul-22	Sep-22	Nov-22	Jan-23	Mar-23	May-23
Management of the budget for commissioning of primary care services in Sheffield								
Approve annual financial plan and budget	Annually	x			x			x
Monitor primary care budget	Every meeting	x	x	x	x	x	x	x
Decisions on 'discretionary' payment e.g. returner/retainer schemes, winter pressures, SAP etc.	Ad hoc							
Primary Care Transformation funding and Primary Care Network Development Funds	Annually	x						
Review of any further redistribution of the PMS premium (equalization)	Ad hoc	x			x			x
Governance and Assurance								
Internal Audit Report and recommendations	Annually					x		
Agree risks for escalation to BAF and review risk register	Every meeting	x	x	x	x	x	x	x
Committee Business								
Review Terms of Reference	Annually	Confirmed January 2022						
Agree Annual Work Plan	Annually	Agreed March 2022					x	
Agree PCCC Annual Report	Annually	x						
Complete PCCC Self Assessment Checklist	Annually							x
Meeting Dates	Annually					x		
Reports for Noting								
Minutes of Accountable Care Partnership (ACP) / Integrated Care System (ICS) workstream steering boards	Every meeting	x	x	x	x	x	x	x
Other as required	Ad hoc							
Primary Care Report	Every meeting	x	x	x	x	x	x	x
ICB Transition	Every meeting	x	x	x	x	x	x	x
Actions for PCCC								
Agree key issues for Governing Body	Every meeting	x	x	x	x	x	x	x
Review annual work plan	Every meeting	x	x	x	x	x	x	x
Ensuring commissioning of primary care services meets the public sector equality duty	Every meeting	x	x	x	x	x	x	x
Other Items								
Covid and Flu Vaccination	Every meeting	x	x	x	x	x	x	x
eDEC Results and GP Access	Annually				x			